1 First Shift Day ~~Feb 1 13~~

I. Review the General Shift Day Procedure: Make sure ~~the~~ healers know how ~~the~~ Supes actually make the station function, what makes for a good, well organized, or, alternatively, poor, sloppy day of broadcasting. ~~Healers~~ should have ~~and~~ understanding of the importance of such unique institutions as the Supe Report and the daily supervisor system.

Include: 14 duties of supervisor, special healer-assisted functions — calling ~~personel~~ personnel, clean-up; telephone answering (proper); pulling Dust ~~K B~~ and C by K; continuity checking, food, posters, etc.

Instill ~~them~~ healers with the initiative to do thing; if Harry Healer checks continuity and finds some spot ~~unfit~~ without copy, have him write some up then and there.

II Explanatory tour of station — including downstairs

III Program Procedure Lecture: (1) Duties of Supes (see above); (2) Programming and Personnel of the Day: style and content of each show, all station switches; (3) Explanation of closed circuit radio: dipleser, ~~tuning~~ boxes; (4) Executive committee: 3 duties of each exec; past and present ~~of~~ seven, chairmen through Dawson

IV Engineering Lecture: (1) CRI, Console, patchboard, and announcer

controls (go slow and don't cram it.) (2) warning light procedure (3) engineering do's and don't's for ~~first~~ second HST. (4) Questions from Chief Engineer's Thursday night lecture ~~(5)~~

V Meetings and quiz (not mandatory)

The object of this first day should be:

A well rounded, captivating, motivating, and enjoyable education for healers. Try to have some fun in the process.

A R Gordon
VICE CHAIRMAN

Second Shift Day

I. Program~~m~~ Procedure:
(1) Programming for Entire Week
(2) Prestige shows & personnel: Dust, Mat, ATB, Retch, PoP, CityR, Hive
(3) Sunday Programming: emphasis on why they are Sunday shows
(4) Station Switches

~~II~~

II. Engineering
(1) Basic Engineering for Both C.R.'s
(2) CR I cold: announce controls; power switches; phones; cue; talkbacks; bus patches; tel lines; color code on patch board; basics reviewed
(3) When #(2) is down cold: use of second channel (the ways you can use second channel while on the air - they should really get this down) difference between breaks and bridge patches; air cue, line cue, monitor, audition; four ways of cueing (they had better know this by Saturday HST)
In toto: all basic ~~the~~ CR engineering except for remotes.

III. Get started today on your Day Project(s). Combine your knowledge and overview with their fresh ideas. We're looking for really significant ~~projects~~ accomplishments for these projects.

IV. Quiz

V. A personal and sincere conference with individuals. Write up significant remarks in day book. Beliefs:

There test and conference should be standard procedure from now till the end of the comp. (Use your own judgment on degree of formality or informality)

E R Gordon
Vice Chairman

to

Third Shift Day

This is mainly a day for (1) review, and (2) direction of education. The object is to make sure that heelers have grasped fundamentals and have gained an ~~sense of~~ understanding of the purpose, ~~and~~ function, and value of WYBC institutions. Program Procedure and Engineering ~~knowledge~~ data from previous lectures should be consolidated and aligned toward a knowledgable performance on the mid-~~comp~~ PP test and, in the distant future, the executive interview.

I Program Procedure:
(1) Reminder of importance of minutes (General Board, Executive Committee, Board of Governors) and Supe Reports. They must get into habit of reading and knowing facts from these reports – it is the secret of knowing what is going on in the vast rainforest of WYBC activities.
(2) Review of ~~the~~ past shift day lectures and Thursday night meeting lectures, especially the previous one (see page on color code, continuity) 3rd Heeler Meeting, ~~esp. logs~~, operations, etc)
(3) A history, past and present, of Program Guide publications
(4) One more shift day until mid-comp PP test.

~~Helper resp~~

II Engineering
(1) Complete review of both Control Rooms Introduction to Control Room III; See if their knowledge of engineering fundamentals can answer their own questions about present and future equipment in CR III.

(2) Transmitter logs: how and when to sign, beep, and take readings for the log; Review the FCC ordinances (a good time to explain 3rd class requirements)

(3) Fine points on recording (fidelity, balance, etc.) Emphasis on quality engineering

(4) Instant knowledge of talkback buttons, cue, phone gain, and monitor pots.

III. Plenty of time on Day Project. Make it a winner

Al Gordon
VICE CHAIRMAN

Fourth Shift Day

The ~~headers~~ beach heads for today's assault are: (1) your Day Project, and (2) review for mid comp PP test

I Program Procedure:

(1) Complete WYBC chain of command; ~~under~~ understanding of interrelated functions; name ~~(2) All duties of execs from~~ and position of significant WYBC ~~bu~~ bureaucracy, general duties of each (how the station depends on them ~~to run~~ in order to run properly!) Review importance & duties of supes

(2) All duties of executives from by-laws, plus evaluative statements of "what makes a good business manager, chairman, etc." (include organization and foresightedness as well as efficiency and performance.)

(3) Review for PP test

II Engineering:
(1) Today's theme; Administrative Engineering, i.e.:
(2) The proper ~~procedure~~ for checking out, gently ~~caring~~ handling, ~~and~~ caring for, and tapping all recorders and mikes,
(3) Policy on tape supply, what to do with tapes you want to save
(4) Review of all three control rooms

III Especially good ~~work~~ on project, good conference, and ~~test~~ quiz.

As General Pickett said to his ~~brave~~ Confederate troops ~~as~~ while they moved steadily toward the Yankees across the field at Gettysburg:

"We's halfway there, men, and ~~we are~~ we still a'rollin'.

Al Gordon
Vice Chairman

Fifth Shift Day

Today should be a fairly relaxed, unrushed day, with plenty of time for the Day Project on individual projects. Try to have a good Stardust party; see me for booze, etc. ~~Envelope~~

I. Program Procedure

1. Station History: ~~and Skinny:~~
   (1) WBCD Beginnings, steam pipes, Clarks and Guba
   (2) WWII and after split from OCD
   (3) WYBC-A (1957) and WYBC-FM (1959)
   (4) The ~~Future~~ lies ahead; and the Present stares us in the Nose:

   Power boost, multiplex; the ~~things that are going on right now~~! (from minutes and reports)

   We are going to expect an up to date knowledge of these station policies and activities in the Executive Interview. (~~And you know how Less Reese and~~

2. Station Skinny:

   A lot of names, places, abbreviations and ~~facts~~ amusing farts the leaders did not know on the mid-comp PP test (Dick Banks, "Curtain of Dark Despair", Yo man, My Mon, ECM, ~~etc~~ Helen, Norah, Judy etc)

3. Introduction to Your Community Speaks, its beginnings, function, finances, how we can further and promote its use to use; Laurel and other Units.

II Engineering:

(1) Sign on & off Procedures for AM
(2) Turning both transmitters on and off (Make sure all keelers can do this perfectly! anytime!)
(3) Theme types and timing; taped sign ons and offs;
(4) All station switch and Christmas Tree procedure

Aim NOW at making keelers into good potential Supes

As General Ulyses S. Grant said at ~~Manassas~~ Shiloh, after taking his last pull on a finished bottle of ~~straight~~ Old Overholt: "That Fifth is down, Baby."

Bill Gordon
Vice Chairman

Sixth Shift Day

"Tommorrow, and tomorrow, and tomorrow, creeps in this petty pace from day to day" — Election time approaches like ~~a foul smelling~~ the wind on a ~~nasty dog evening~~. stormy evening.

I Program Procedure.

(1) WYBC constitution; non-profit status; Conn. State Law corporation

(2) Board of governors; legal status, identity of members; election; function

(3) Review of By Laws; process of amendment; ~~elections~~; ~~voting rights~~; ~~quorum~~ new nominating process; the voting rights of members, etc; inactive status.

II Engineering

(1) Spend a long time reviewing and cleaning up Remote Procedure Assume that wheelers have learned nothing in Thursday night meeting except that they are confused ~~or~~

(1) Remote talkback procedure
(2) Comp Amp
(3) Calling In
(4) Timing
(5) Remote Units

make sure each heeler has got it down!

(2) Complete FM sign on and sign off
Setting of CR for sign on
Readings, Logs,

Re Wilfred Gains, Parks Street Shoe Repairman, once said: "Every heel [er] has a sole."

Al Gordon
Vice Chairman

Seventh Shift Day

F. Program Procedure:
(1) An open day for general Review on what you think is most important plus any heeler questions. Try for individual tutoring where possible.
(2) A comprehensive Quiz.
(3) Discussing procedure for station and engineer

II ~~All Emergency Procedure~~ Engineering
(1) All Emergency Procedure
(1) failure of announcers mike to go on
(2) Crump of either channel
(3) General Crump Procedure
(4) Failure of Cue Systems
(5) Failure of FM peterson circuits
(6) General hair which will likely be blown at them on FM engineering tests.

"I think we are in Rats Alley where the dead men lost their Bones...
Shantih, Shantih, Shantih."
T. S. E.

"It's easy when it's greasy"
AG & CDW

Al London
Vice Chairman

Eighth Shift Day

Healers run the station, a final culmination and test of knowledge and hair. Healers write their own reports and supze reports

A final heart-to-heart, liver to liver and pancreas to pancreas talks with each good man.

On Elections:

Rots of Ruck,

Al Gordon
Vice Chairman